CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

<u>**ADMINISTRATIVE AIDE I**</u>

<u>**DEFINITION**</u>**:**

Under immediate supervision, to perform the less difficult subprofessional budgetary and administrative studies; and to perform related work.

* <u>EXAMPLES OF DUTIES</u>:

- Monitors budget expenditure and grant programs;
- Reviews monthly budget status report to determine if the department is over or under budget and reports status to supervisor;
- Assists in preparing and developing operating and capital improvement budgets for a small department or division of a large department by analyzing line item detail;
- Records budget expenditures and keeps records of encumbrances;
- Performs routine administrative and management studies on work flow, work methods, forms control and preparation, and personnel staffing;
- Prepares Requests For Council Action for supervisor's approval;
- Drafts reports and correspondence on budgetary and administrative findings;
- Prepares charts and graphs for visual presentation;
- Performs special projects as assigned.

<u>**MINIMUM QUALIFICATIONS**</u>**:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Successful completion of 60 semester/90 quarter college units; **<u>OR</u>** two years of clerical experience in a supervisory capacity at a level of responsibility equivalent to the City of San Diego's classification of Senior Clerk/Typist; **<u>OR</u>** one year of experience performing a variety of subprofessional administrative, personnel, budgetary, or related work; **<u>OR</u>** a combination of the above education and experience.

* <u>EXAMPLES OF DUTIES</u> performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.